

# **San Juan County**



**REQUEST FOR QUALIFICATIONS  
FOR  
PRECONSTRUCTION ENGINEERING, CONSTRUCTION  
ENGINEERING, AND SURVEYING INCLUDING AERONAUTIC  
SERVICES**

**SAN JUAN COUNTY  
ENGINEER OF RECORD**

**August 1, 2006**

SAN JUAN COUNTY  
REQUEST FOR QUALIFICATIONS  
SUMMARY SHEET

1. Name: Engineer of Record for San Juan County
2. Location: San Juan County, Utah
3. Requested Services and Scope of Work:  
Pre-construction Engineering, Construction Management, Survey,  
Utilities, Environmental, Bridge Design, Aeronautic Services, and  
other required engineering services
4. Project Contact:

Rick M. Bailey, Administrator  
San Juan County Commission  
117 South Main Street, #202  
Post Office Box 9  
Monticello, Utah 84535-0009  
Telephone: (435) 587-3225  
Fax: (435) 587-2447  
Web Site: [www.sanjuancounty.org](http://www.sanjuancounty.org)  
Email: [rmbailey@sanjuancounty.org](mailto:rmbailey@sanjuancounty.org)

5. Advertisement Date:

San Juan Record and the Blue Mountain Panorama  
July 26, 2006, August 2, 9, and 16, 2006  
San Juan County Website – [www.sanjuancounty.org](http://www.sanjuancounty.org)  
Utah Department of Transportation Website

6. Eight copies of the Statement shall be delivered to San Juan County, Office of the San Juan County Commission, 117 South Main Street, Post Office Box 9, Monticello, Utah 84535-0009 no later than August 25, 2006 at 5:00 P.M. Statement of Qualifications will not be accepted after the deadline. Proposals received after this date will be returned unopened. The County is not responsible for proposals that are late due to method of delivery; i.e., express delivery by FedEx, UPS, USPS, etc. No fax copies will be accepted. The County reserves the right to reject any proposals and to waive any informality of any proposal and to select the proposal which in the opinion provides the best overall service and performance for San Juan County.

7. The Statement of Qualifications will be reviewed by the San Juan County Commission and appropriate county staff.
8. Do not exceed 10 pages (not including dividers and introductory letter).
9. The Consultant shall be responsible to ensure that all personnel proposed under this RFQ are qualified through training, experience, and appropriate certification for the assigned tasks.
10. The Consultant shall conform to all applicable state and federal regulations.
11. Notification and Notice to Proceed will be given as soon as San Juan County makes the selection of Engineer of Record.
12. Duration of the selection will be five (5) years.
13. The Consultant shall be required to work at the minimal for the following agencies; departments, or programs:
  - A. Utah Department of Transportation
  - B. Federal Highway Administration
  - C. Federal Forest Highway Program
  - D. Utah Department of Transportation-Aeronautics
  - E. Federal Aviation Administration
  - F. Bureau of Indian Affairs
  - G. Navajo Nation Department of Transportation
  - H. Ute Mountain Ute Tribe
  - I. San Juan County Road Department
  - J. Other San Juan County Departments
  - K. Emergency Situations
  - L. Utah Navajo Trust Fund
  - M. Utah Navajo Revitalization Fund
  - N. Enhancement Program Grants
  - O. Sidewalk and Lighting Grant Programs
  - P. Navajo Nation Fuel Excise Program
  - Q. Congressional Federal Earmark Funding
  - R. Federal Aid Programs
  - S. San Juan Transportation SSD

14. San Juan County may select one or more Engineer of Record specific to certain programs or areas of expertise and/or need.

# SAN JUAN COUNTY

## Request for Qualifications

### Engineer of Record

#### Guidelines for Preparing Statement of Qualifications

##### *Introduction*

The purpose for these guidelines is to assure consistency in format and content in the Statement of Qualifications prepared by Consultants and submitted to San Juan County.

The Statement of Qualifications should contain the following information in the order listed:

1. Introductory Letter
2. Firm Information
3. Project Team
4. Capability of the Consultant

It is very important that submittals be clear, concise and in the recommended format so they can be evaluated in an objective manner

##### *Recommended Format*

1. *Introductory Letter* – The introductory letter should be addressed to:  
Rick M. Bailey, Administrator  
San Juan County Commission  
117 South Main Street, #202  
Post Office Box 9  
Monticello, Utah 84535-0009  
Telephone: (435) 587-3225  
Fax: (435) 587-2447  
Web Site: [www.sanjuancounty.org](http://www.sanjuancounty.org)  
Email: [rmbailey@sanjuancounty.org](mailto:rmbailey@sanjuancounty.org)

In one page, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team that may be useful or informative to the County.

2. *Firm Information* – Provide information regarding size of firm, location, experience with local government projects, prior work with the County, etc.

3. *Project Team* – The evaluation will consider how well the qualifications, experience and time allocation of the members of the project team relate to requested services.
  - Project team flow charts
  - Qualifications and experience of key personnel on project team
    - Show a list of projects in which you have been involved during the last five years.
4. *Capability of the Consultant* – The evaluation will consider the Consultant's capability to perform the work.
  - Describe your capability to perform the work.
  - Describe any unique qualifications you have to perform the work.

#### *Summary*

The Statement of Qualifications should be clear and concise, and it should provide the County with an understanding of the Consultant's ability to undertake and complete Federal Aid projects in a thorough and timely manner.

**Proposed Evaluator Panel for  
Request for Proposal - County Engineer of Record**

1. Lynn H. Stevens, San Juan County Commission
2. Manual Morgan, San Juan County Commission
3. Bruce B. Adams, San Juan County Commission
4. Rick M. Bailey, San Juan County Administrator
5. Lynn Laws, San Juan County Road Superintendent
6. David A. Bronson, San Juan County Surveyor
7. Evan K. Lowry, San Juan County Planner
8. Kim Manwill, Utah Department of Transportation

PUBLIC NOTICE  
REQUEST FOR PROPOSAL  
SAN JUAN COUNTY  
ENGINEER OF RECORD

San Juan County is soliciting "Requests for Proposals – RFP" for an Engineer of Record for San Juan County to include but may not be limited to preconstruction engineering, construction engineering, and surveying including aeronautic services. The specifications for this RFP can be obtained from the Office of the San Juan County Commission, 117 South Main Street #202, Post Office Box 9, Monticello, Utah 84535-0009; 435-587-3225 or on the San Juan County's Website at [www.sanjuancounty.org](http://www.sanjuancounty.org). The deadline for proposal is August 25, 2006.

Published in the San Juan Record and the Blue Mountain Panorama July 26, 2006, August 2, 9, and 16, 2006.

Please bill:

San Juan County  
Attention: Rick M. Bailey  
Post Office Box 9  
Monticello, Utah 84535-0009